

EXECUTIVE BRANCH LOBBYIST'S EXPENDITURE REPORT

For period ending (please check one): () June () December YEAR 20_____

PART I

Lobbyist's Name (PLEASE TYPE OR PRINT CLEARLY) _____

Principal's Name (PLEASE TYPE OR PRINT CLEARLY) _____

Check here [] if this is an amended report

PART 2 INSTRUCTIONS ON REVERSE SIDE OF FORM

Check here [] if you have no expenditures to report in PART 2.

SOURCE OF FUNDS:	CATEGORIES OF EXPENDITURES:									
	(1) Food & Beverage	(2) Entertain- ment	(3) Research	(4) Communica- tion	(5) Media Ad.	(6) Publica- tions	(7) Travel	(8) Lodging	(9) Special Events	(10) Other
(A) Made directly by the lobbyist	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(B) Made directly by the principal *	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(C) Initiated or expended by the lobbyist and paid for by the principal *	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(D) Initiated or expended by the principal and paid for by the lobbyist	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

* Please see specific instructions on reverse for reporting for (B)

PART 3

To be completed only by the Designated Lobbyist to report expenditures *made directly by the principal*

Check here [] if you have no expenditures to report in PART 3.

(B) Made directly by the principal *	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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I certify to the accuracy of the expenditure(s) reported on this statement:

I certify to the accuracy of the figures as reported as lobbying expenditures made directly by the principal:

Original signature of Lobbyist _____ Date _____

Original signature of Principal or Principal's Representative _____ Date _____

INSTRUCTIONS FOR FILING SEMIANNUAL EXPENDITURE REPORT

Part 1

Check the period for which you are currently reporting and indicate the year. Type or print clearly your name and principal represented as they appear on your registration form. Check if this is an amended report.

Part 2

Indicate on the report the expenditures(s) which were made according to the *category* of the expenditure (columns 1-10) and *source of funds* (rows A-D) for the reporting quarter.

* If you are the sole lobbyist for the principal named in Part 1, report expenses **made directly by the principal** in (B) under source of funds.

Part 3

* To be completed **only** by the Designated Lobbyist to report expenditures **made directly by the principal**.

WHO MUST FILE THIS FORM AND WHAT MUST BE FILED?

- All registered lobbyists shall file a semiannual expenditure report **even if NO expenditures were made**. The report shall disclose all lobbying expenditures by the lobbyist, and the principal if the lobbyist is the sole or Designated Lobbyist, and the source of funds for such expenditures as well as the categories from which these funds were expended.
- If you are registered as a lobbyist during any portion of a semiannual period, you must file an expenditure report for that period. You are responsible for filing an expenditure report unless written cancellation of your registration is received prior to the beginning of the period. The principal also is responsible for seeing that the report is filed.
- Lobbying expenditures do **not** include a lobbyist's or principal's salary, office expenses, and personal expenses for lodging, meals, and travel.

WHO MUST SIGN THE EXPENDITURE REPORT?

- You must sign and date the expenditure report, certifying to the accuracy of the expenditures reported. Original signature is required.
- If you are the sole or the Designated Lobbyist, your principal or the principal's representative must sign and date the report, certifying to the accuracy of the figures reported as lobbying expenditures made by the principal. Original signature is required.
- If you are the sole lobbyist or Designated Lobbyist, you may submit a written statement by your principal that you are authorized to sign the expenditure report on behalf of the principal.

WHEN ARE THE REPORTS DUE?

- Reports are due no later than 45 days after the period ending June 30 and December 31.
- Reports shall be filed no later than 5 P.M. on the due date. Postmarks or a certificate of mailing dated by the US Postal Service or a receipt from an established courier company will be proof of mailing in a timely manner.

Return form to :

Lobbyist Registration
111 W. Madison St. Rm G-68
Tallahassee, FL 32399-1425
(850) 922-4990